

PROGRAM MANAGER

DEFINITION

Under general supervision, manages, develops, monitors, and evaluates assigned programs; provides community education and outreach to develop partnerships that strengthen the community.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Director or designee. Exercises supervision over assigned staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for assigned staff.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for managing assigned program(s) within a division. This position requires initiative and sound judgment. This is an unclassified position in which incumbents serve at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Manages, coordinates, monitors, and evaluates program activities in assigned area of responsibility; ensures compliance with specific grant(s) and alternatively funded programs.

Plans, develops and directs the implementation of programs, ensuring adherence with City goals, objectives, policies and procedures.

Establishes and maintains collaborative partnerships with local agencies, community-based organizations, and businesses; develops and implements comprehensive strategies to implement comprehensive programs throughout the community.

Manages, prepares and reviews grant applications and supporting documentation to ensure compliance with funding requirements, including researching demographic and statistical data necessary for the applications, and required reporting.

Participates in the development of, the division budget and completes all mandated reporting associated with grant funds.

Reviews reports and records of activities to ensure progress toward specified program objective; compiles and analyzes data related to program activities and operations.

Prepares promotional and informational materials; makes presentations to individuals and groups regarding assigned programs.

Supervises and evaluates assigned staff; provides instruction for assigned tasks, coaches and counsels with an emphasis on professional development.

Maintains data and files in assigned area of responsibility, which may include creating and maintaining an active database.

Participates, prepares, and provides presentations in a variety of meetings and committees.

May be required to work evenings, weekends, and holidays.

Perform related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Community and public relations principles and practices.

Writing principles and report writing techniques.

Principles of supervision, training, and performance evaluation.

Basic municipal government operations, procedures, techniques, and demands.

Principles and practices of record keeping.

Office procedures, methods and equipment including computers and applicable software application such as word processing, spreadsheet, and databases.

Basic budgetary principles and operations at the local government level.

Ability to:

Monitor activities of program compliance, to evaluate the progress of its services.

Select, supervise, train and evaluate staff.

Gather information and make policy recommendations.

Understand, explain, interpret, and apply applicable department, local, state, and/or federal requirements.

Understand the principles and practices of public funding, as well as, management techniques and procedures.

Communicate effectively verbally and in writing, and ability to prepare clear, concise, and comprehensive reports, records, and other written documents.

Exercise sound, independent judgment within policy guidelines.

Use computers and applicable software applications, including generating reports, maps, charts, graphs, and other visual or electronic aids.

Maintain program files, records, and information.

Establish and maintain effective working relationships, including strengthening partnerships between the community and City of Fresno.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Three (3) years of experience in public or community relations.

AND

Bachelor's degree from an accredited college or university in business administration, public administration, education, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File) DATE: 7/7/21
Director of Personnel Services

NEW:JTC:SCM:bn